

Vacancy Announcement

VA Medical Center, Martinsburg, WV 25401

POSITION AND GRADE	Management Assistant, GS-344-5/6/7 (Target 7)
SALARY RANGE	\$28,349 - \$45,648 per annum (includes 12.52% locality adjustment)
LOCATION	Emergency Management Strategic Healthcare Group Albany, NY
ISSUE DATE	August 11, 2006
CLOSING DATE	August 25, 2006

RELOCATION EXPENSES ARE NOT AUTHORIZED

AREA OF CONSIDERATION: Any career employee, career-conditional employee appointed from a Civil Service (OPM) Register prior to June 25, 2006, or any employee serving in a Veterans Readjustment Appointment, who can meet the requirements shown below, may apply for this position. Concurrent consideration may be extended to transfer and reinstatement eligibles, and eligibles under special appointing authorities, such as handicapped, VRA, E.O. 12721, and OPM eligibles. Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after three or more years of continuous active duty may also apply under this vacancy announcement. Department of Veterans Affairs Career Transition Assistance Program (CTAP) eligibles in the local commuting area (Albany, NY), which are determined to be "well-qualified" for this position, will be given selection priority consideration. Interagency CTAP eligibles in the local commuting area (Albany, NY) who are determined to be "well-qualified" for this position may apply for special priority over other candidates for this position. All eligibility requirements, including the time-in-grade requirements, must be met within 30 days after the closing date of this announcement.

HOW TO APPLY: **ALL** applicants must submit the following items: (1) Application for Federal Employment, Resume or other form of application or resume, showing the position you are applying for, the announcement number, and the lowest salary you are willing to accept; (2) Copy of your most recent performance appraisal, if available; and (3) Copy of your last non-time limited SF-50, Federal Personnel Action, to document your competitive status, (4) DD-214 to verify your military service, documentation from a VA Regional Office to verify a service connected disability, or a letter of referral from a State Vocational office to verify eligibility under special appointing authority for handicapped, (5) Copy of College transcripts. All applications become a part of the Vacancy Announcement File and will not be duplicated and/or returned. Incomplete applications will not be considered. Missing forms will not be requested from the applicant. **ALL APPLICATIONS AND REQUIRED FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THE ANNOUNCEMENT.**

APPLICANTS PLEASE NOTE: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.) Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

All qualified applicants will receive consideration for the above position without discrimination for any non-merit reason such as race, color, religion, sex, age, national origin, politics, marital status, handicap status which does not interfere with accomplishment of job, or membership/non-membership in an employee organization.

This Medical Center will provide reasonable accommodations to applicants with disabilities upon request. The decision on granting reasonable accommodation will be on a case-by-case basis.

DUTIES: Selectee will serve as the Management Assistant in support of the Area Emergency Manager assigned to the VA Medical Center, Albany, NY, who coordinates VA's role in the Federal Response Plan, National Emergency Preparedness, and under other appropriate laws. Selectee will provide office support, effect IMPAC purchases, input computer data, coordinate telephonic, e-mail, and emergency communications with external organizations, process administrative documents, and research and develop resource material in support of office operations.

QUALIFICATION REQUIREMENTS: To have basic eligibility, applicants must meet standards as outlined in the Office of Personnel Management Qualification Standards Manual for General Schedule Positions which requires one year of specialized experience. Specialized experience is experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the work of the position to be filled. This would include experience in data gathering, statistical computation, analytical studies, administrative support procedures and techniques; experience in reviewing and analyzing facts and finding solutions to various problems. To be creditable, specialized experience must have been at least equivalent to the next lower (GS-4/5/6) level in Federal service.

THE APPLICATION PACKAGE WILL BE THE ONLY DOCUMENT UTILIZED TO DETERMINE WHETHER QUALIFICATION REQUIREMENTS HAVE BEEN MET, SO IT IS IMPERATIVE THAT IT BE COMPLETE.

EVALAUTION METHOD: Applicants who meet the qualification requirements described above will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, etc. indicate they possess the knowledge, skills and abilities described below. All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the skills and abilities on a Supplemental Experience Statement. Failure to submit this supplemental may result in a significant loss of points and adversely affect your opportunity for selection.

EVALUATION FACTORS

- 1. Ability to provide resource management support to emergency management operations.**
- 2. Ability to track, coordinate, retrieve, compile, and organize emergency management information in support of an Emergency Management Strategic Healthcare Group field office.**
- 3. Ability to operate a desktop computer and other automated equipment in support of office and emergency operations.**
- 4. Knowledge of basic emergency management programs and procedures.**
- 5. Ability to work under emergency and stressful conditions and carryout assignments on short notice.**

SELECTION PROCEDURES: Qualified candidates will be rated and selection made in accordance with our local promotion policy (Medical Center Memorandum No. BPO-31).

All applicants tentatively selected for VA employment in a testing designated position are subject to urinalysis to screen for illegal drug use prior to appointment. Applicants who refuse to be tested will be denied employment with VA.

THE FULL PERFORMANCE LEVEL OF THIS POSITION IS GS-7. IF SELECTED BELOW THIS LEVEL, MAY BE PROMOTED WITHOUT FURTHER COMPETITION TO THE GS-7 LEVEL WHEN FULLY QUALIFIED AND RECOMMENDED BY THE SELECTING OFFICIAL. HOWEVER, PROMOTION IS NOT GUARANTEED AND NO PROMISE OF PROMOTION IS IMPLIED.

Application packages should be mailed to VA Medical Center, 510 Butler Avenue, Human Resources Management Section (BPO/05), ATTN: Donna Watts, Martinsburg, WV 25405. For further information, contact Donna Watts, (304) 263-0811, extension 3246. Equal Employment Opportunity